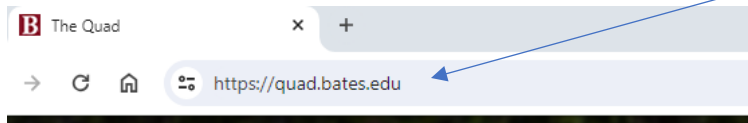
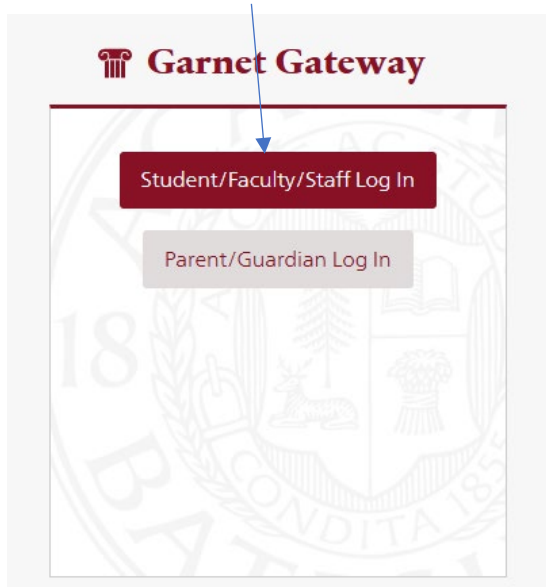


How to login to Garnet Gateway to approve a timesheet

To get to Garnet Gateway type quad.bates.edu in a web address bar



Click on the Student/Faculty/Staff button to log in to Garnet Gateway

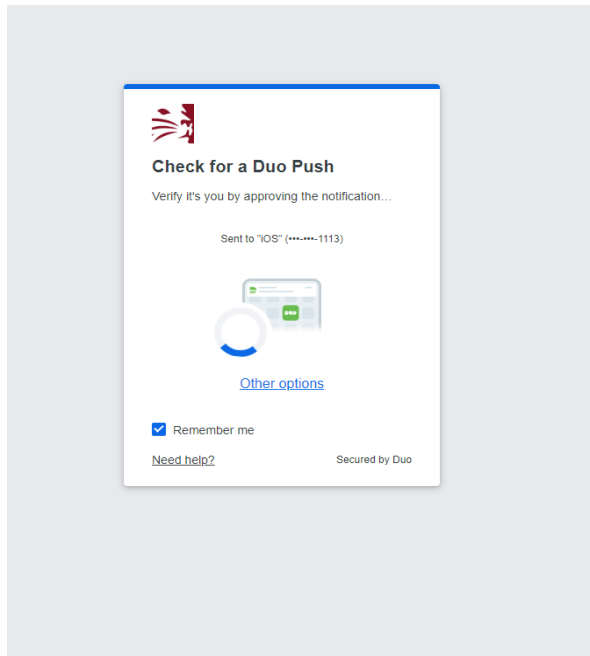


Enter your Username and Password (the same one that you use for email).

A screenshot of the Bates login form. The form has a green border and a white background. At the top, the word "Bates" is written in a large, red, serif font. Below it, there are two input fields: "Username" and "Password". A red "Login" button is located below the password field. At the bottom, there are two links: "Forgot your password?" and "Need Help?". A blue arrow points from the text "Enter your Username" in the instruction above to the Username input field. Another blue arrow points from the text "and Password" in the instruction above to the Password input field. A third blue arrow points from the text "Click Login" in the instruction below to the Login button.

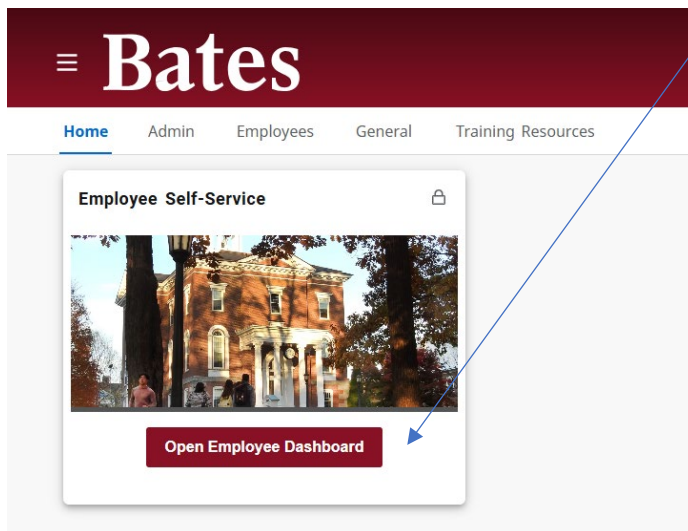
Click Login

You will need to Duo authenticate, just like with email, using your fob or your cell phone.



You should now be in Garnet Gateway.

In the Employee Self Service card, click on Open Employee Dashboard



Click on Approve Time

Bates Garnet Gateway: Employee: b9-TEST

Home • [Employee Dashboard](#)

Employee Dashboard

Mel McGuire -she/her/hers-

Profile

My Team

Leave Balances as of 01/22/2024

Sick Leave in hours	153.44	Administrative Vacation Leave in hours	160.00	Personal Time Off Leave in hours	16.00
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Full Leave Balance Information

Pay Information

Latest Pay Stub: 01/11/2024

All Pay Stubs

Direct Deposit Information

Deductions History

Earnings

Taxes

Job Summary

Employee Summary

My Activities

Enter Time

Approve Time

Pay Stub Administrator

Employee Menu

The screen opens on the Approvals tab. There are numerous filters listed at the top to select the particular timesheets, status or names as well as a “Distribution Status Report” that shows in a graph which of your employees are in what stage of submitting their timesheet.

There are numerous sections that may have information at the bottom of the screen (In Progress, Returned, Error, Approved, Completed). If there is a number next to any of these sections, open it and review the information.

Sections at the bottom of the Time Entry Approvals screen

Bates Garnet Gateway: Employee: b9-TEST

Home • [Employee Dashboard](#) • [Time Entry Approvals](#)

0 Pending 0 Pending - In the Queue 0 In Progress 0 Returned 0 Error 0 Pending - Approved 0 Approved 0 Completed

Employee Name	ID	Organization	Hours/Units
<input type="checkbox"/> Jen Kish -Decline to answer/Don't share pronouns-Senior Human Resources Coordinator, B98357-00	001016071	8-7102, L-Human Resources	80.00 Hours

Pending - In the Queue 0

In Progress 0

Returned 0

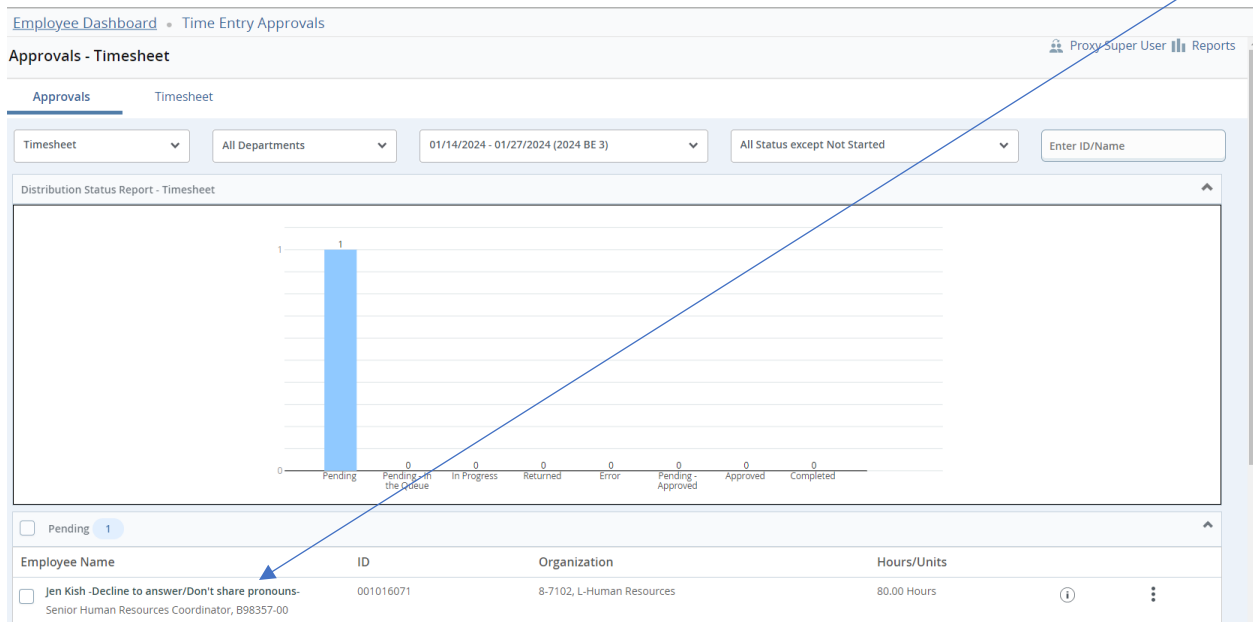
Error 0

Pending - Approved 0

Approved 0

Completed 0

Under the pending section click on the name of the employee whose timesheet you want to review.



If you click the check box next to the name you can approve/acknowledge the timesheet without looking at the detail. **Note:** The timesheet is a legal document that you are attesting to and so you want to be sure to review the detailed hours that you are attesting to.

The detailed timesheet will appear for your review.

Bates Garnet Gateway: Employee: b9-TEST Settings User Mel McGuire -she/her/hers-

Employee Dashboard • Time Entry Approvals • Senior Human Resources Coordinator, B98357-00, 8, 7102, L-Human Resources • Preview

Timesheet Detail Summary

001016071, Jen Kish -Decline to answer/Don't share pronouns-
Senior Human Resources Coordinator, B98357-00, 8, 7102, L-Human Resources

Pay Period: 01/14/2024 - 01/27/2024 80.00 Hours Pending Submitted On 01/22/2024, 08:15 AM

Time Entry Detail			
Date	Earn Code	Shift	Total
01/15/2024	010, Regular Hours	1	8.00 Hours
01/16/2024	010, Regular Hours	1	8.00 Hours
01/17/2024	010, Regular Hours	1	8.00 Hours
01/18/2024	010, Regular Hours	1	8.00 Hours
01/19/2024	010, Regular Hours	1	8.00 Hours
01/22/2024	010, Regular Hours	1	8.00 Hours
01/23/2024	010, Regular Hours	1	8.00 Hours
01/24/2024	010, Regular Hours	1	8.00 Hours
01/25/2024	010, Regular Hours	1	8.00 Hours
01/26/2024	010, Regular Hours	1	8.00 Hours

Summary				
Earn Code	Shift	Week 1	Week 2	Total
010, Regular Hours	1	40.00	40.00	80.00 Hours
Total Hours		40.00	40.00	

Routine and Status

Return Details Return for correction Approve

If you scroll down, you can see that there are sections to enter a Comment and a check box to keep the Comment Confidential.

Earn Code	Shift	Week 1	Week 2	Total
010, Regular Hours	1	40.00	40.00	80.00 Hours
Total Hours		40.00	40.00	

Routing and Status

Name	Action
	Originated On 01/16/2024, 10:22 AM by Jen Kish -Decline to answer/Don't share pronouns-
	Submitted On 01/22/2024, 08:15 AM by Jen Kish -Decline to answer/Don't share pronouns-
	Approve by 01/29/2024, 11:59 PM
Mel McGuire -she/her/hers-	Pending Approval

Comment (Optional):

Add Comment

2000 characters remaining

☐ Confidential Comment

Return

Details

Return for correction

Approve

Options:

Click “Details” to view the day by day entry

Click “Return for Correction” for the employee to correct hours entered.

Click “Approve” to approve the timesheet.

Once approved you will get the message box “Timesheet successfully approved”

Bates Garnet Gateway: Employee: b9-TEST ⚙️ 👤 Mel McGuire -she/her/hers- 1

Employee Dashboard • Time Entry Approvals • Senior Human Resources Coordinator, B98357-00, 8, 7102, L-Human Resources • ✔️ Timesheet successfully approved.

Timesheet Detail Summary

001016071, Jen Kish -Decline to answer/Don't share pronouns-

Senior Human Resources Coordinator, B98357-00, 8, 7102, L-Human Resources

Pay Period: 01/14/2024 - 01/27/2024 80.00 Hours Approved Approved On 01/22/2024, 04:52 PM

Time Entry Detail

Date	Earn Code	Shift	Total
01/15/2024	010, Regular Hours	1	8.00 Hours
01/16/2024	010, Regular Hours	1	8.00 Hours
01/17/2024	010, Regular Hours	1	8.00 Hours
01/18/2024	010, Regular Hours	1	8.00 Hours
01/19/2024	010, Regular Hours	1	8.00 Hours
01/22/2024	010, Regular Hours	1	8.00 Hours
01/23/2024	010, Regular Hours	1	8.00 Hours
01/24/2024	010, Regular Hours	1	8.00 Hours
01/25/2024	010, Regular Hours	1	8.00 Hours
01/26/2024	010, Regular Hours	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Total
010, Regular Hours	1	40.00	40.00	80.00 Hours
Total Hours		40.00	40.00	

Routine and Status

Return

Details

Recall

If you have approved in error, you can also recall the timesheet by clicking on Recall

You can then make corrections and approve again.